

**NEPENTHE ASSOCIATION  
BOARD OF DIRECTORS MEETING  
August 2, 2017, 5:30 PM**

Nepenthe Clubhouse | 1131 Commons Drive | Sacramento, CA 95825

<b>OPEN SESSION MINUTES</b>
-----------------------------

**I. CALL TO ORDER @ 5:30pm**

<b>Present</b>	<b>Board Member</b>	<b>Positon</b>
<b>X</b>	Steve Huffman	President
	Joan Haradon	Vice President
<b>X</b>	Linda Cook	Secretary
<b>X</b>	Christina George	Treasurer
<b>X</b>	Frank Loge	Member at Large

**II. ANNOUNCEMENTS**

- a. **Executive Session Disclosure:** In accordance with Civil Code Section 4935(a), the Board met twice in Executive Session on June 7, 2017 in order to consider matters relating to the formation of contracts, personnel matters and member discipline.

**Items of discussion included:**

- Delinquencies
- Personnel Matters
- Contract Negotiations

- b. **Board Announcements-**None.

**III. SPECIAL ORDER- UNFINISHED BUSINESS**

- a. **Proposed Parking Rules-**Discussion item. No action taken
- b. **Letters from owners-** Discussion item. No action taken

**IV. COMMITTEE REPORTS**

- a. Ad Hoc Committee on Lighting-No report given.
- b. Ad Hoc Committee on Underground Utilities- Verbal report provided at meeting. Minutes provided to Board in their packet.
- c. Architectural Review Committee- Verbal report provided at meeting. Minutes provided to Board in their packet.
- d. Finance Committee- Verbal report provided at meeting. Minutes provided to Board in their packet.
- e. Grounds Committee- Verbal report provided at meeting. Minutes provided to Board in their packet.
- f. Insurance, Legal and Safety Committee- Verbal report provided at meeting. Minutes provided to Board in their packet.
- g. Outreach Committee-No report given.

**V. MANAGEMENT REPORT-**

**a. Operations Report:**

1. Phase III Siding and Painting- Project is running ahead of schedule. It is approximately two-thirds completed.
2. Pools passes inspection by The City of Sacramento.

3. Red Leaf Development has completed the concrete work as approved by the Board of Directors. Benches are soon to be installed on new pads adjacent to 500 Dunbarton and 1236 Vanderbilt.
4. Wiring for light string adjacent to 4-10 Adelphi failed necessitating trench work and replacement week of 7/24/17.
5. All Zone Stewards walked their area regularly during the month of July and reported any maintenance issues to management.
6. On June 27th, Paul Dubois inspected several trees on the Nepenthe property during the monthly tree walks. The focus of the walks is to address resident/management concerns regarding mature trees on the property. The purpose of this report is to develop mitigation plans for the affected trees. Proposals for this walk will be on the August 2nd Open Session Agenda.
7. Management, Grounds Steward Elsa Morrison and arborist Paul Dubois will continue the monthly practice of tree walks in the community. Owners with tree concerns are welcome to forward them to the office for inclusion on the walk list. The next tree walk is planned for Zone 5 on August 29th.

**VI. HOMEOWNER CORRESPONDENCE-** Reviewed by Board of Directors.

**VII. HOMEOWNER FORUM-** Comments were received on a number of topics. Management made notes of the comments for possible future Board action.

**VIII. CONSENT CALENDAR**

**Motion:** Director Linda Cook

**Second:** Director Christina George

**Vote:** All in favor

**Resolution:** The Board approved Consent Calendar items A to D as presented.

<i>Begin Consent Calendar</i>
-------------------------------

**a. Approval of Minutes July 5, 2017 Open Session**

Resolution: The Open Session minutes dated July 5, 2017 were approved as presented.

**b. Financial Statement: June 2017**

Resolution: The Board accepted the June 2017 interim financial reports and bank reconciliations as presented, subject to annual review. The reports reflects a positive year to date variance of \$117,746.55 and reserve funding of \$1,044,996.90 compared to the reserve funding budget of \$1,020,252. The reserves are funded through June 2017. The Association has \$421,294 in operating funds, which represents 1.51 months of budgeted expenses and reserve contributions. The Association has \$5,776,214 in reserve funds.

**c. Lien Resolution**

Per the enclosed Resolution dated July 14, 2017, Management is requesting authorization to place liens on the following accounts should the delinquent assessments not be paid within the time period established in the Intent-to-Lien letter.

Account Number	Past Due Amount
1973-01	\$938.00
2422-01	\$938.00

d. **Architectural Applications**

The Architectural Review Committee met on July 11, 2017 to review the enclosed applications.

Resolution: The Board confirmed the recommendations of the committee.

	Address	Application for	Recommendation
1	1318 Commons Drive	Trellis/Patio Cover	Approval
2	1009 Dunbarton Cir.	Window replacements	Approval
3	1575 University Ave.	Approved lighting fixture on front garage exterior.	Approval
4	1575 University Ave.	Approved lighting fixture on side garage exterior over walkway.	Approval
5	204 Dunbarton Cir.	Patio hardscape	Approval
6	1009 Dunbarton Cir.	Gas line and meter installation	Approval
7	328 Elmhurst Cir.	HVAC Replacement	Approval

<i>End Consent Calendar</i>
-----------------------------

**IX. NEW BUSINESS**

a. **Appoint Board Member**

**Motion:** Director Linda Cook

**Second:** Director Christina George

**Vote:** All in favor

**Resolution:** The Board hereby appointed Frank Loge to serve on the Board of Directors for the current term ending in May 2019.

b. **Request for membership names and mailing addresses**

**Motion:** Director Steve Huffman

**Second:** Director Christina George

**Vote:** All in favor

**Resolution:** The Board approved Mr. Baker's request for a copy of the membership list and mailing addresses.

c. **Consider Revised Criteria for Gas Installations**

**Motion:** Director Linda Cook

**Second:** Director Christina George

**Vote:** All in favor

**Resolution:** The Board adopted revised Criteria #14 prepared by the Architectural Review Committee and directs that it be incorporated into the existing Architectural Guidelines and Community Rules.

- d. **Put the 2017 Landscape Contract to Bid?**  
No action taken. Director Christina George motioned to table until September 6th Meeting pending suggestions from Finance and Grounds Committee.
- e. **Annual July or August Board Meeting Hiatus**  
**Motion:** Director Christina George motioned to move that the Board take a hiatus August 2018.  
**Second:** Director Linda Cook  
**Vote:** All in favor
- f. **Make the August Jazz at the Pool Event Free to Nepenthe Residents**  
**Motion:** Director Linda Cook  
**Second:** Director Frank Loge  
**Vote:** All in favor  
**Resolution:** The Board agreed to hold the August 27, 2017 Jazz at the Pool event at no cost to Nepenthe residents. All other attendees will pay the usual ticket price. The Association will pay the cost of the entertainment and décor from the operating fund GL code 18003 Community Events which will be supplemented by the ticket sales for the event.
- g. **Proposal for Address Sign for Nepenthe Clubhouse**  
No action taken. Board directs Community Manager to consider a wall sign and provide samples at September 6<sup>th</sup> meeting.
- h. **Proposals for Tree Maintenance Work**  
**Motion:** Director Linda Cook  
**Second:** Director Christina George  
**Vote:** All in favor  
**Resolution:** The Board approved the removals and specific tree pruning as proposed by Grove Total Tree Care for the amount of \$15,280, payable from Reserves which has a remaining 2017 allocation for tree work of \$70K +/-.
- Motion:** Director Christina George  
**Second:** Director Frank Loge  
**Vote:** All in favor  
**Resolution:** The Board approved the proposal from TurfPro (A division of Carson Industries, also the owner of The Grove Total Tree Care) for a series of deep root Redwood watering injections for \$1,500, payable from Reserves which has a remaining 2017 allocation for tree work of \$70K +/-.

X. **HOMEOWNER FORUM-** Comments were received on a number of topics. Management made notes of the comments for possible future Board action.

XI. **NEXT MEETING:** Wednesday, September 6, 2017 at 5:30 pm in the Nepenthe clubhouse

XII. **ADJOURN @ 7:38pm**